Video Network Services

VNS SCHEDULING PROCEDURES FOR VIDEOCONFERENCING

The following steps are necessary to submit a schedule request to Video Network Services (VNS) for any conference using the Web Scheduler. Conferences that occur within eighteen (18) months from the date submitted may be scheduled.

1. One site accepts responsibility for scheduling conference(s) and becomes the **Requester.**

2. The Site Scheduler who assumes the role of **Requester** must:
    - **Determine the conference(s) date(s) and time.**
      If the conference type is "Recurring," the Requester needs to ascertain if there are any conference dates between the start and end dates they will not meet. These "non-conference date(s)" should not be included in the scheduled conference.
    - **Determine conference(s) title.**
      Conference titles are needed for easy reference and should define a group of recurring conferences or one-time events in a readily identifiable manner, i.e., Creative Writing. Please avoid abbreviations as much as possible.
    - **Contact all participating sites and get their permission.**
      The Requester must contact all sites involved in the conference and get their permission to schedule their site.
    - **Verify that the participating sites have nothing else booked in their room.**
      This is extremely important since some sites have non-video activities in the same room. The VNS video sites are designated NCVIP. If the institution has more than one codec, always verify which site or codec will be used, i.e., ITS Conference Room 1 (NCVIP), ITS Conference Room 2 (NCVIP), ITS Customer Support Center (NCVIP).

3. Requester uses the VNS Interactive Web Scheduler to schedule conference(s). The VNS Interactive Web Scheduler is accessed via a link from the NCIH Web Site.

4. If a request is denied due to resource (time) conflict, the Requester may modify the conference format immediately.

5. If the conference is resolved, the VNS Web Scheduler will email notification reports to participants. The Notification Report lists actual conferences scheduled including dates of each conference, start and end times of each conference, and participating endpoints in the conference(s). The Notification will also indicate connection procedure of dial in or dial out. An IP Address is furnished for a dial in connection.

Modification and Cancellation Process

Anytime changes must be made to a scheduled conference, it is considered a modification. Examples of modifications are shortening/lengthening times and adding/deleting resources. To modify or cancel a conference, the Requester uses the VNS Web Scheduler's My Conference function.

The following steps are necessary to modify or delete a conference(s):

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1. The Requester is the only one who can modify or cancel a scheduled conference. Therefore, if a modification or cancellation is needed, a site must contact the Requester of the conference and she/he will submit the changes.

2. If the modification or cancellation is resolved, the VNS Web Scheduler emails participants a notification report.

Scheduling with the NCREN Network

If you want to schedule a session that includes a single site from the NCREN network, please follow the steps outlined in the VNS Scheduling Procedures for Videoconferencing.

If you want to schedule a session that includes multiple sites from the NCREN network, please follow the steps below:

1. Contact the Program Coordinators at the NCREN sites you want to interact with. Contact information can be found via the NCREN home page at http://www.mcnc.org/ncren/videocontact/.
2. All videoconferences that involve two or more NCREN sites will need to use one of the three available MCNC MCU resource connections.
3. Request one of the Program Coordinators to turn in a broadcast request to NCREN to check for network and site availability.
4. The Program Coordinator will contact you with network availability, site availability, and a NCREN MCU number (MCNC MCU 1, MCNC MCU 2, or MCNC MCU 3).
5. Once the NCREN site and MCU availability is confirmed, only the Requester should schedule the conference with the appropriate MCU number through the VNS Web Scheduler.
6. Only NCREN Program Coordinators can give out MCU numbers. NOTE: MCNC MCU's cannot be scheduled without permission.
7. VNS Web Scheduler Procedures for scheduling MCNC MCU 1, MCNC MCU 2, or MCNC MCU 3.

   - Under Video Alg., choose H.263 from the drop down menu.
   - If all participating sites in the conference are NCVIP, choose single screen icon under CP Layout.